



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

CF-OPG-DFAM-BUD UNICEF - Operations Group - DFAM- Budget Record Series
Draft

Login Name

Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

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Date

02-Mar-2005

Time

13:21:51

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DFAM-BUD-001 CF/RA/SR/USAA/DB01/2004-00667	Administrative files	Central files for Section's Travel Requests and Claims; Telephone Call Accounting Report Review Forms; Supply Orders; Attendance Records; Leave Requests; Individual Training; Job Descriptions (JDs); Performance Evaluation Reports (PERs); Vacancies and Rec		
UNICEF-OPG-DFAM-BUD-002 CF/RA/SR/USAA/DB01/2004-00937	Opening Balance Report	Copies of Reports in paper form.		
UNICEF-OPG-DFAM-BUD-003 CF/RA/SR/USAA/DB01/2004-01014	Programme Budget Allotments (PBAs) signed hard copies	Copies of Reports in paper form.		
UNICEF-OPG-DFAM-BUD-004 CF/RA/SR/USAA/DB01/2004-01017	Budget Instructions	Copies of numbered Budget Instructions (CF/DFAM); Technical Budget Instructions; Budget Policy and Procedure Manual - Book K; New Integrated Budget Costing System (IBCS) Manual.		
UNICEF-OPG-DFAM-BUD-005 CF/RA/SR/USAA/DB01/2004-01012	Programme Budget Expenditure Reports (old)	Copies of Reports in paper form tracking allotments and expenditures.		
UNICEF-OPG-DFAM-BUD-006 CF/RA/SR/USAA/DB01/2004-01013	Support Budget Allotments (SBAs) signed hard copies	Copies of Reports in paper form.		
UNICEF-OPG-DFAM-BUD-007 CF/RA/SR/USAA/DB01/2004-01015	Phasing of Regular Resources (RR (GC)) Programme Budget Allotments and Unspent Balances of Other Resources (OR)	Copies of Reports in paper form.		
UNICEF-OPG-DFAM-BUD-008 CF/RA/SR/USAA/DB01/2004-01016	Technical Review Team (TRT) and Programme and Budget Review (PBR) records	Copies of TRT and PBR records in addition to Country or Division files, e.g. PBR meeting Note for the Record (by year); PBR Mail Polls; pre-1997 Budget Planning and Review Committee (BPRC) Minutes and Post Analyses.		



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UNICEF-OPG-DFAM-BUD-009 CF/RA/SR/USAA/DB01/2004-01018	Budget Guidelines Copies of numbered Budget Guidelines (CF/EXD).
UNICEF-OPG-DFAM-BUD-010 CF/RA/SR/USAA/DB01/2004-01019	Budget Documents to the Executive Board and the Advisory Committee on Administrative and Budgetary Questions (ACABQ) Copies of numbered Board submissions (E/ICEF).
UNICEF-OPG-DFAM-BUD-011 CF/RA/SR/USAA/DB01/2004-01020	HQ files HQ files including copies of HQ/RO biennial budget submissions; HQ/RO biennial TRT recommendations; HQ/RO biennial PBR signed documents; HQ divisional files; HQ subject files.
UNICEF-OPG-DFAM-BUD-012 CF/RA/SR/USAA/DB01/2004-01083	Donor Financial Statements Central files of correspondence and reports assembled for reference purposes or for use in the analysis or preparation of other material (filed alphabetically by donor; originals stored in Finance Section).
UNICEF-OPG-DFAM-BUD-013 CF/RA/SR/USAA/DB01/2004-01123	Cash Assistance to Government (CAG) reports Copies of CAG reports in paper form including Outstanding CAG Global Report; Form 153 Report; CAG Adjustment; CAG Reconciliation; CAG Country files; 0021 Subsidiary Ledger for CAG (original or complete set microfiched (part of GL accounts) by Accounts Sec
UNICEF-OPG-DFAM-BUD-014 CF/RA/SR/USAA/DB01/2004-01119	Status of Allotment Expenditure Reports (old) Copies of Reports in paper form tracking allotments and expenditures.
UNICEF-OPG-DFAM-BUD-015 CF/RA/SR/USAA/DB01/2004-01150	Post Authorization Table (PAT) hard copies (beginning and end of year) Copies of PAT in paper form by year.
UNICEF-OPG-DFAM-BUD-016 CF/RA/SR/USAA/DB01/2004-01570	UN General Assembly Documents Central files of copies of documentation by subject on budgetary issues only assembled for reference purposes or for use in the analysis or preparation of other material (originals retained by issuing office).



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UNICEF-OPG-DFAM-BUD-017 CF/RA/SR/USAA/DB01/2004-01571	UN Documentation	Central files of copies of documentation and correspondence for budgetary issues only assembled for reference purposes or for use in the analysis or preparation of other material for Joint Inspection Unit (JIU); Office of Internal Oversight Services (OIOS)		
UNICEF-OPG-DFAM-BUD-018 CF/RA/SR/USAA/DB01/2004-01427	Chronological file	Central file of copies of outgoing memos (filed chronologically; originals stored in subject files).		
UNICEF-OPG-DFAM-BUD-019 CF/RA/SR/USAA/DB01/2004-01569	UNICEF Executive Board Documents	Central files of copies of Board documentation and correspondence by subject on budgetary issues only (E/ICEF) assembled for reference purposes or for use in the analysis or preparation of other material (originals retained by issuing office).		
UNICEF-OPG-DFAM-BUD-020 CF/RA/SR/USAA/DB01/2004-01524	Subject files	Central Section files containing copies of documentation assembled for reference purposes or for use in the analysis or preparation of other material.		
UNICEF-OPG-DFAM-BUD-021 CF/RA/SR/USAA/DB01/2004-01619	UNICEF Documentation	Central files of copies of documentation filed chronologically on budgetary issues only assembled for reference purposes or for use in the analysis or preparation of other material of Executive Directives (CF/EXD); Administrative Instructions (CF/AI); Inf		
UNICEF-OPG-DFAM-BUD-022 CF/RA/SR/USAA/DB01/2004-01768	Monthly Monitoring Report (MMR)	Copies of Reports in paper form tracking allotments and expenditures.		
UNICEF-OPG-DFAM-BUD-023 CF/RA/SR/USAA/DB01/2004-02006	Country Office files	Country Office files; Country Integrated Budget (IB) submissions; Regional PBR signed documents; RO files; Audit Reports.		
UNICEF-OPG-DFAM-BUD-024 CF/RA/SR/USAA/DB01/2004-02303	Working files	Files of Deputy Director; Senior Budget Officer; Budget Officer (West and Central Africa region (WCAR), Eastern and Southern Africa region (ESAR) & Middle East and North Africa region (MENAR); Budget Officer (East Asia and the Pacific region (EAPR), South		

End of Report

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Dataset CFRAMP01